

WebSurv – Address Entries

Addresses are associated to the person/organization on the Locators, Addresses screen. This does not associate the address to the condition and does not assign/update the JURISDICTION for the condition.

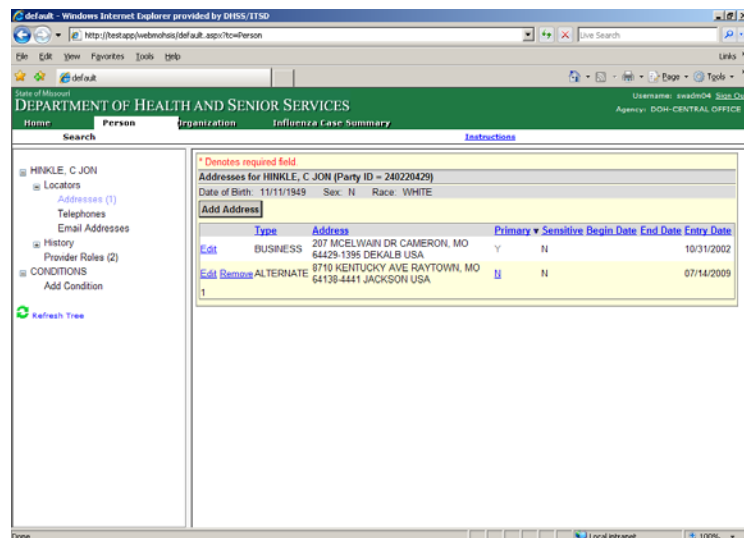
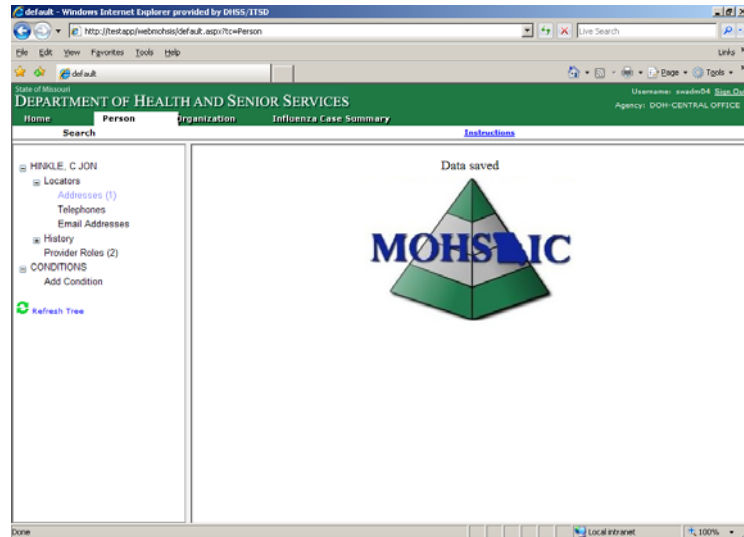
The screenshot shows a web browser window with the URL <http://testapp/webmohsis/default.aspx?tc=Person>. The page title is "default - Windows Internet Explorer provided by DHSS/ITSD". The browser's address bar shows the URL. The page content includes a navigation bar with "Home", "Person", "Organization", and "Influenza Case Summary". The "Person" tab is selected. The main content area is titled "Addresses for HINKLE, C JON (Party ID = 240220429)". It displays personal information: Date of Birth: 11/11/1949, Sex: N, Race: WHITE. Below this is a form for adding a new address. The form includes fields for Type (a dropdown menu), Save as Primary (checkbox), Save as Sensitive (checkbox), Begin Date (calendar icon), End Date (calendar icon), Address 1 (text field), Address 2 (text field), City (dropdown menu), State (dropdown menu, currently set to MO), Zip Code (text field), and a "Find Zip" link. There is also a "Routing" dropdown menu. At the bottom of the form are "Save" and "Cancel" buttons. Below the form is a table showing existing addresses.

Type	Address	Primary	Sensitive	Begin Date	End Date	Entry Date
Edit	BUSINESS 207 MCELWAIN DR CAMERON, MO 64429-1395 DEKALB USA	Y	N			10/31/2002

Address Entry

1. Enter address and click Save.

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2. **Match to existing standardized postal locator record.** – If an address is found with match to an existing postal locator record, the record is associated to the person/organization.

Select the Addresses screen to view the address that was associated to the person.

NOTE: If you believe the county for this address is wrong, look up the address on USPS or other address verification website. If the county is wrong, report it to the MOHSIS System Administrator providing screens shots of the WebSurv address screen and the verification website screens.

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The top screenshot shows the 'Address Verification' screen. It displays the original address entered: 8120 DEER HAVEN, JEFFERSON CITY, MO 65101. Below this, it prompts the user to select a county and click a link to use that address. A table of standardized addresses is shown, with the first two highlighted. Arrows point from the list items to the instructions on the right.

Standardized Address	County
8120 DEER HAVEN CT, JEFFERSON CITY, MO 65101-8443	COLE
8120 DEER HAVEN RD, JEFFERSON CITY, MO 65101-8767	COLE
8120 DEER HAVEN RD, JEFFERSON CITY, MO 65101-8765	COLE
8120 DEER HAVEN CT, JEFFERSON CITY, MO 65101-9069	COLE

The bottom screenshot shows the 'Data saved' screen with the MOHSNIC logo.

3. **Possible Matches or No Matches to existing standardized postal locator record.** – The address verification screen is returned with two options.

- Override the address by selecting a county and click Use this address (top section.)
- Select a standardized address.